

ASSISTANT DIRECTOR OF PUBLIC WORKS

Class Definition

To plan, assign, direct and review the Engineering, Capital Management, or Streets Management activities and to provide professional and technical assistance to the Director of Public Works.

Distinguishing Characteristics

General direction is provided by the Director of Public Works. Responsibilities include the direct and indirect supervision of supervisory, professional, technical and clerical personnel. The class of Assistant Director of Public Works differs from Public Works Manager in that the latter is responsible for a single work unit of the Public Works Department. This is an unclassified position in which the incumbent serves at the will of the Public Works Director.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all the duties which may be assigned.)

Develop and implement City goals, objectives, policies and priorities.

Supervise, coordinate and review the work of subordinate supervisors.

Supervise the development of plans and estimates for construction and major repair of public works systems.

Confer with subordinates regarding project priorities and progress.

Supervise, and participate in, the preparation of special engineering studies and reports.

Supervise, and participate in, administration of the City's Urban Growth Management process including infrastructure exaction, fee establishment and administration.

Perform the functions defined in Section 10-202 of the Fresno Municipal Code relating to the duties and powers of the City Traffic Engineer.

Coordinate Engineering activities with other City departments, divisions and sections, and with outside agencies.

Assist Director in explaining and interpreting engineering problems and proposals to City officials, other agencies and the general public.

Plans, organizes and directs the maintenance of streets, storm drains, bridges, and related structures.

Serve as staff to a variety of City commissions, boards, and committees on public works matters.

Assist in the evaluation, selection, and supervision of professional consultants.

Supervise and participate in the preparation of the budget.

Prepare and present agenda items to the City Council and Planning Commission.

Prepare periodic project status reports.

Select, supervise, train and evaluate supervisory, professional and technical subordinates.

Perform related duties as assigned.

Knowledge, Abilities, and Skills

Considerable knowledge of principles and practices of public works engineering, traffic engineering and land surveying.

Considerable knowledge of methods and techniques used in the design and construction of a wide variety of public works projects.

Considerable knowledge of modern developments, current literature and sources of information regarding public works engineering, traffic engineering and land surveying.

Considerable knowledge of the materials, tools, equipment, methods, and practices used in the construction, maintenance, and repair of streets, bridges, and storm drain systems.

Considerable knowledge of applicable federal and state laws and regulations.

Considerable knowledge of applicable laws and regulatory codes related to development and construction.

Knowledge of principles and practices of organization, administration, budget and human resources management.

Ability to plan, direct, and coordinate major public works engineering projects.

Ability to deal effectively with the general public, community groups, and public officials.

Ability to communicate effectively, orally and in writing.

Ability to supervise the preparation of specifications, cost estimates, work schedules, plans, maps and reports.

Ability to make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities.

Ability to supervise, train and evaluate supervisory, professional and technical subordinates.

Ability to supervise the City Urban Growth Management (impact fee and infrastructure) program including administration of the fee and infrastructure exaction process.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree with major course work in civil engineering; and four years of experience in the performance of professional engineering work in the public works field, which includes two years of supervisory experience. For the Assistant Director of Public Works, Streets Management, additional qualifying experience may be substituted for the education on a year-for-year basis.

Special Requirements

Possession of a Certificate of Registration as a professional Civil Engineer in the State of California required for the Specialization in City Engineer/City Traffic Engineer and Capital Management; desirable for specialization in Streets Management.

Possession of a Certificate of Registration as a professional Traffic Engineer in the State of California desirable.

Possession of a Certificate of Registration as a licensed Land Surveyor in the State of California desirable.

Recruitment may be limited to a specific area of expertise as required by operational needs. Areas of expertise include, but are not limited to those listed below:

1. City Engineer/City Traffic Engineer
2. Capitol Management
3. Streets Management

APPROVED: _____
Director

DATE: _____